

Travel Expenses & Reimbursement Policy

The law school will support the following costs of advocacy competitions:

- 1) **Hotel.** The cost of accommodations (room and taxes only) for all participants will be paid, subject to the following conditions:
 - a) AMP's administrative coordinator will book hotels for all students and coaches. The law school will pay for all nights of the competition, from the night before the competition begins to the morning after the competition concludes. Any additional nights will be at the student's/coach's personal expense.
 - b) Whenever possible, students are expected to share accommodations. For example, two students of the same gender will share a room when double rooms (two beds) are available.
 - c) Last minute reservation changes will not be covered by the law school; students will be responsible for any additional costs related to changing their hotel stay.
- 2) **Flight/Train.** If air or train travel is required to attend a competition, reasonable transportation costs will be paid, subject to the following conditions:
 - a) All reservations are made through the administrative coordinator of the AMP program (uwlaw@uwindsor.ca, ext. 2921). Flights are booked through a third-party travel agency. In order to secure the most economical prices, reservations will be made several months in advance of each competition. Students are therefore required to provide their preferred mode of transportation and dates of travel to the administrative coordinator by the deadline (usually early January).
 - b) Last-minute changes to flight or train schedules will be borne by the student.
 - c) Any disruptions in air travel (e.g.: flight cancellations or significant delays) should be communicated with the travel agency and your moot coach. If the disruption occurs outside of business hours (business hours are 8:30 am – 4:30 pm), the student will make alternative arrangements, the reasonable costs of which will be reimbursable.
- 3) **Car Travel.** Students and coaches who choose to drive to their competition may have the cost of gas reimbursed. Gas receipts will be required in order to be reimbursed. Gas receipts will only be reimbursed if the transaction occurred the day before, during or the day after the period of competition.
- 4) **Miscellaneous Travel Expenses.** Miscellaneous travel expenses may include reasonable travel items such as:
 - Taxis
 - Ride shares
 - Parking
 - Shuttles

It is expected that the students will always choose the most economical option. When travelling via taxi/ride share while attending the Moot, team members will do their best to travel together to conserve costs. Students have 72 hours upon return from their travels to provide electronic PDF

copies of all receipts to uwlaw@uwindsor.ca. For students and coaches who book their own flights or train tickets, receipts and boarding passes must be submitted to the AMP's administrative coordinator (uwlaw@uwindsor.ca, ext. 2921).

- 5) **Daily Food Allowance.** Food will be reimbursed up to a maximum of \$79.00 per day during the competition, as follows:

Breakfast:	\$16.00
Lunch:	\$22.00
Dinner:	\$41.00
Total:	\$79.00/day

Individuals will be reimbursed for either the exact total on the receipt or the maximum amount allowed for the meal/item, whichever is less. It is very important that individuals retain all itemized meal receipts. Reimbursement will not be provided if a receipt is missing or not itemized. The receipt must clearly list all items purchased. A debit/credit receipt is not acceptable. Students and coaches are required to submit their receipts no later than 72 hours after returning from their travels.

Students/coaches are not allowed to “share” meal allowances between meals or amongst other team members. For example, if a student's receipt for lunch is less than the \$22.00 cap, they cannot redistribute the unused amount toward their dinner allowance. They also cannot use those unused funds to cover another team member’s meal. Students and coaches may not pay for other team members and then claim that individual’s daily food allowance. Students and coaches can only submit reimbursements for their own meals and incidental expenses.

Alcohol is not covered and will not be reimbursed as per the University of Windsor travel policy. Students and coaches must request for alcohol to be billed on a separate receipt when dining.

- 6) **Photocopying & Binding.** Students must do all photocopying and binding of materials in the General Office of the law school during business hours. Third-party copying costs will not be reimbursed.

By signing below, you confirm that you have read, understand, and agree with the terms of the travel and reimbursement policy.

Print Name: _____ **Date:** _____

Signature: _____ **Date:** _____

Please email the signed travel and reimbursement policy to uwlaw@uwindsor.ca.